



WOMEN IN ADJUDICATION PUPILLAGE AND MENTORING SCHEMES

Women In Adjudication is tasked with the promotion of women in adjudication. One of the perceived barriers to access is the lack of role models (particularly female role models).

Women in Adjudication (**WIA**) has established two schemes to enable participants to gain experience of the adjudication process and to assist participants with general career development as follows:

- 1) Formal Mentoring Scheme; and
- 2) Ad-hoc Mentoring Scheme.

Formal Mentoring Scheme ("Pupillage Scheme")

The Formal Mentoring Scheme is intended to give mentees the opportunity to shadow adjudicators, acting as Mentors, and to fulfill the adjudication "pupillage" requirements of certain of the ANB's.

It is recommended that the following procedure be adopted:

1. The Pupillage Scheme is open to all members of Women in Adjudication with 5 years' relevant PQE and applicants may apply online via the Application Form.
2. If the applicant is successful, they will join a register of Potential Pupils which will be confidential and which will be administered by the Adjudication Society.
3. In their first communication to the parties, the adjudicator will indicate their intention to have a Pupil and will give the parties the opportunity to reject or agree to this proposal.
4. At an adjudicator's request, WIA will identify a suitable individual from the register and confirm their availability to sit as a Pupil. Their name will then be shared with the adjudicator. The adjudicator will approach the Potential Pupil to ascertain that there is no conflict of interest with the parties.
5. If there is no conflict and the Potential Pupil is available, the adjudicator will identify the name of that Potential Pupil to the parties and give the parties the opportunity to comment.
6. If the parties have no issues, the Potential Pupil shall sign a Confidentiality Agreement in the form contained on the Adjudication Society website and return a copy to the adjudicator prior to the Pupillage Scheme commencing.
7. Once the Potential Pupil has completed a Confidentiality Agreement and provided a copy to the adjudicator, the adjudicator will share this with the parties and the Pupillage Scheme will begin. Unless there is a good reason the Pupil will then be removed from the list of Potential Pupils for the duration of the Pupillage Scheme.



8. It is difficult to predict the extent to which a Pupil will become involved in a live case and it is suggested that the adjudicator should make the parties aware that the scope of the Pupil's involvement will broadly entail, but will not be limited to the following:
 - discussion with the adjudicator regarding directions
 - review of the notice of adjudication
 - review of the documents submitted by both parties during the course of any adjudication
 - attendance at hearings and/or meetings with the parties to the adjudication
 - participation in conference calls to deal with logistical matters
 - shadow drafting of directions/ correspondence and a decision
 - Once his/ her decision has been issued, the adjudicator will share the decision with the Pupil and have a follow-up call for feedback
9. For the avoidance of doubt, the Pupil will play no part in the decision-making process by the adjudicator. However, the adjudicator and the Pupil are free to discuss the issues in the adjudication, with a view to developing the Pupil's experience in analysing evidence and issues.
10. On completion of the decision or resignation of the Adjudicator, the Pupil will rejoin the list of Potential Pupils and will become eligible for further Pupillage Schemes.
11. A maximum of three adjudications will be offered to Potential Pupils save for in exceptional circumstances.

Ad-hoc Mentoring Scheme ("Mentoring Scheme")

It is recommended that the following procedures are adopted:

1. Interested Mentors will express their interest to WIA and apply to join a register of Mentors.
2. The Mentoring Scheme is open to all members of Women in Adjudication and applicants may apply online via the Application Form.
3. If the applicant is successful, they will join a register of Potential Mentees.
4. Both registers will be confidential and will be administered by the Adjudication Society





5. WIA will match Mentors and Mentees. Once both parties have confirmed they are happy with the match, the Mentee will be removed from the register. The Mentor will indicate whether they wish to take on further Mentees.
6. The Mentoring Scheme is a one year programme, although this may be extended by a further twelve months if both the Adjudicator and Mentee agree.
7. The Mentor and Mentee will jointly agree the aims and outcomes of the mentoring. Mentees will be expected to liaise regularly with their Mentor to track these aims.
8. The purpose of the Mentoring Scheme is to enable Mentees to:
 - Seek and receive advice and guidance critical to progressing their career in adjudication
 - Broaden their knowledge of adjudication
 - Enhance and expand their connections with leaders in adjudication
 - Gain knowledge and skills that help them in their daily working life
 - Receive tailored insights as to how they can achieve their professional goals